

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

January 6, 2004

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF FEE
FOR PROCESSING UNITED STATES PASSPORT APPLICATIONS
(All Districts) (3 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD AFTER THE PUBLIC HEARING:

1. Find that the proposed new fee is exempt from the California Environmental Quality Act ("CEQA") on the basis that it is for the purpose of meeting operating expenses associated with the provision of passport processing services.
2. Approve the attached resolution (Attachment B) to establish a fee for processing United States Passport applications at County libraries at the rate set by the United States Department of State.
3. Authorize the County Librarian to take all actions necessary to have the U.S. Department of State designate a pilot passport acceptance facility at the Valencia Library, to collect the fees and to apply the revenue to department operations, and to expand the program to other library locations if appropriate in the future.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommendations will authorize the Public Library to establish a new revenue source by collecting fees for processing United States Passport applications submitted by the public at designated County-operated public libraries, based on the schedule established by the United States Department of State (Attachment A). An initial pilot program will be initiated at the Valencia Library to test the feasibility of the program. If successful, my office may expand this program to include other libraries. I will advise your Board by memo of any future expansion of these services. The attached resolution (Attachment B) was approved as to form by County Counsel.

Implementation of Strategic Plan Goals

Approval of the recommendations is consistent with the County's Strategic Plan in the area of Fiscal Responsibility to build the County's revenue base and in the area of Service Excellence to provide convenient, timely, accurate and courteous government services.

FISCAL IMPACT/FINANCING

The proposed fees for the passport application acceptance program will subsidize the costs incurred in providing the service and establish an additional source of revenue to the Public Library. The passport application acceptance program will generate an estimated \$15,600 in revenues for the Public Library in the first year, after expenses.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Each applicant for a United States passport is required to complete the "Application for Passport," form DSP-11, and personally appear at a Federal Passport Agency or Federal court to submit the application, provide identification and photos, and swear to the accuracy of the statements on the application. Title 22 of the Code of Federal Regulations, part 51, Section 51.21 of 22 CFR, provides authorization for other "passport acceptance facilities" designated by the

Secretary of State to accept passport applications, including public libraries. Section 51.61 (b) of 22 CFR authorizes these passport acceptance facilities to collect and retain a fee, currently \$30.00, for the execution under oath or affirmation of each passport application, in addition to standard passport fees sent with the application to the Federal Passport Agency (currently \$55.00 for adults, \$40.00 for those under age 16).

At the request of Congressman Howard P. "Buck" McKeon, (R) 25th District, to provide improved services to his constituents, the Public Library is initiating a pilot passport acceptance facility program at the Valencia Library in the Santa Clarita Valley. The nearest existing passport acceptance facilities for citizens of the Santa Clarita Valley are 14 miles away in the Simi Valley or 15 miles in the San Fernando Valley. Valencia Library, one of the Public Library's largest and most active libraries, has adequate space and sufficient trained staff to handle the additional workload required for the passport acceptance program. This has been an effective program in libraries across the nation, and several public libraries in Southern California have implemented it successfully in recent years, including Alhambra, Whittier, and Palm Springs.

The Public Library proposes to charge the passport execution fee (currently \$30.00) for processing passport applications, set by the United States Department of State, authorized in Section 51.61 (b) of 22 CFR. California Government Code Section 66018 requires that before the establishment of a new fee a local agency must hold a public hearing at a regularly scheduled meeting and that a notice regarding the proposed hearing and fee be published in a newspaper. The legal requirements for the publication of notice have been met and the text of the notice is provided in Attachment C.

NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT DOCUMENTATION

Pursuant to CEQA, in Public Resources Code Section 21080 (b)(8), the Board of Supervisors finds that the processing fee set by the United States Department of State is for the purpose of meeting operating expenses of the Library, and is exempt.

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IMPACT ON CURRENT SERVICES

The Public Library strives to provide its customers with a full range of convenient and cost effective services, especially in areas where citizens lack full and easy access to government services. The passport application acceptance program will enhance the services that are available to the public through the County Public Library.

CONCLUSION

Please return an adopted copy of this letter and a conformed copy of the resolution to Public Library.

Respectfully submitted,

A handwritten signature in cursive script, reading "Margaret Donnellan Todd".

MARGARET DONNELLAN TODD
County Librarian

MDT:WR:RJB:jm

Attachments

c: Chief Administrative Officer
County Counsel
Auditor-Controller
Executive Officer, Board of Supervisors

Passport Fees

Effective August 19, 2002

Routine Services (Form DS-11)*

Non-Refundable

Passport Service	Passport Fee*	Execution Fee*	Total Fees
Age 16 and over	\$55	\$30	\$85
Under Age 16	\$40	\$30	\$70

*Note: When applying at one of the thousands of designated application acceptance facilities in the U.S., you pay the application processing fee to the "U.S. Department of State" and the execution fee to the facility where you are applying. Acceptable forms of payment vary. When applying at a Regional Passport Agency, both fees are combined into one payment to the "U.S. Department of State" and may be paid by check (personal, certified, travelers'), major credit card (V, MC, AE, Discover), bank draft or cashier's check, money order (U.S. Postal, international, currency exchange), or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank.

Passport Renewal (Form DS-82)

Non-Refundable

Passport Renewal	Passport Fee	Total Fees
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You may use this form if your previous passport:

- | | | |
|--|------|------|
| 1. Was issued when you were 16 or older. | \$55 | \$55 |
| 2. Was issued in the last 15 years. | | |
| 3. Is not damaged. | | |
| 4. Is submitted with your application. | | |

Expedited Service - Add \$60 for each application

For any service - e.g., first-time application, renewal, additional pages, name change

Additionally, to receive your passport as soon as possible, we strongly suggest that you arrange **overnight delivery service** for:

1. Sending your passport application

AND

2. Returning your passport to you.

**RESOLUTION TO ESTABLISH A FEE
FOR PROCESSING UNITED STATES PASSPORT APPLICATIONS**

WHEREAS, each applicant for a United States Passport is required to complete the "Application for Passport," form DSP-11, and personally appear at a Passport Agency, Federal court, or designated passport acceptance facility to submit the Application, provide identification and photos, and swear to the accuracy of the statements on the application; and

WHEREAS, residents of the Santa Clarita Valley have no passport acceptance facility nearby and must travel long distances to submit United States Passport applications; and

WHEREAS, Section 51.21 of Title 22 of the Code of Federal Regulations authorizes the Secretary of State to designate public libraries as passport acceptance facilities; and

WHEREAS, the Valencia Library of the County of Los Angeles Public Library is centrally located in the Santa Clarita Valley and has been designated a passport acceptance facility, and would be a good pilot location for the program at the Library; and

WHEREAS, Section 51.61 of Title 22 of the Code of Federal Regulations authorizes passport acceptance facilities to charge a Passport Execution Fee for each passport application processed, and whereas such fees are set by the Department of State and may be changed in the future; and

WHEREAS, the Librarian is authorized to expand the program to other locations as appropriate; and

WHEREAS, the County has conducted a noticed public hearing on the new fee as required by California Government Code Sections 66018 and 6062a; and

WHEREAS, the additional revenue is in the public interest and welfare;

NOW THEREFORE BE IT RESOLVED by the Board of Supervisors of the County of Los Angeles, State of California, as follows:

The County of Los Angeles Public Library may charge the fees, as set by the United States Department of State, for processing applications for United States Passports at any library designated as a passport acceptance facility.

The foregoing Resolution was on the _____ day of _____, 2004, adopted by the Board of Supervisors of the County of Los Angeles and ex-officio the governing body of all other special assessment and taxing districts, agencies and authorities for which said Board so acts.

VIOLET VARONA-LUKENS, Executive Officer-Clerk
of the Board of Supervisors of the County of Los
Angeles

By _____
Deputy

APPROVED AS TO FORM:
LLOYD W. PELLMAN
County Counsel

By _____
Deputy

COUNTY OF LOS ANGELES PUBLIC LIBRARY

**NOTICE OF PUBLIC HEARING
PROPOSED ESTABLISHMENT OF FEE
FOR PROCESSING UNITED STATES PASSPORT APPLICATIONS**

Notice is hereby given that a public hearing will be held by the Board of Supervisors of the County of Los Angeles on the matter of establishing a fee for accepting and processing United States Passport applications at County public libraries. Said hearing will be held on January 6, 2004, in the Hearing Room of the Board of Supervisors, Room 381, Kenneth Hahn Hall of Administration, 500 West Temple Street (corner of Temple and Grand Avenue), Los Angeles, California, 90012. Further notice is given that the Board of Supervisors may continue this hearing from time to time.

The United States Passport Application Fee at the Public Library is proposed to be set at the standard rates as set by the United States Department of State: currently \$30 for the application processing under oath or affirmation, in addition to the set \$55 Passport Fee for adults and \$45 Passport Fee for persons under 16 years of age, with a set Expedite Fee of \$60 for any passport applications requiring expedited service.

Written comments may be sent to the Executive Office of the Board of Supervisors at the above address. For further information, please call (213) 738-2961.

Para informacion en español, favor de llamar al telefono siguiente
(213) 738-2952.